

MANDATORY/REQUIRED TRAINING NEEDS AND RECORD FORM

INSTRUCTIONS: This document is a business tool used to identify and collect required/mandatory training information. It will be used to identify and record training that is required in order for an employee to perform the duties of their current work activities or to fulfill training required by Agency and Center policy, law, or regulation. It will include both on-the-job (OJT) as well as formal training activities. Developmental training is not to be documented on this form.

Supervisors must complete this form for each work activity performed within their organization. See LMS-CP-4309 for the detailed procedure.

Employees who have not completed training requirements documented below cannot work independently on the work activities for which the training is required. This form may also be used by supervisors to document OJT. The official repository for all other training records is the Office of Human Resources.

ORGANIZATION					
TECHNOLOGY COMMERCIALIZATION PROGRAM OFFICE					
EMPLOYEE NAME					
TRAINING REQUIRED	TRAINING METHOD	WHEN REQUIRED	DURATION	RENEWAL DATE (IF APPLICABLE)	SUPERVISOR SIGN/DATE UPON COMPLETION
ALL EMPLOYEES					
Overview of Commercialization Office/Patent Office	Presentation by Director/Deputy Director/Patent Counsel	First week of employment	1 hour	N/A	
LMS Policy Manual	OJT	Immediate	30 minutes	N/A	
LMS Organizational Unit Plan	OJT	Immediate	30 minutes	N/A	
LMS Center Procedures	OJT	Immediate	30 minutes	N/A	
LMS Organizational Procedures	OJT	Immediate	30 minutes	N/A	
On-the-Job Training	Mentored by Senior TCPO Employee in similar position	Immediate	1 year	N/A	
IT Security Training	Solar Web Site	Immediate	1 hour	Annually	
Ethics Training	Classroom	As appropriate	1 hour	N/A	
Microsoft Office Suite	OJT	Immediate	16 hours	N/A	
Electronic Time and Attendance (WebTADS)	Classroom/OJT	Immediate	2 hours	N/A	
Eudora	OJT	Immediate	2 hours	N/A	
Electronic Calendar System	OJT	Immediate	2 hours	N/A	

SUPERVISORS					
New Supervisor's Training	Classroom	Completed during first year	80 hours	N/A	
Safety Training	Classroom	Immediate	1 hour	Annually	
SELECTED TECHNOLOGY TRANSFER SPECIALIST					
Certification Courses:					
Commercializing Technologies or Introduction to NASA Commercialization	Classroom instruction by NTTC	Completed during first year	1 week	N/A	
Technology Marketing	Classroom instruction by NTTC	Completed during first year	1 week	N/A	
Intellectual Property Negotiation	Classroom instruction by NTTC	Completed during first year	1 week	N/A	
Technology Licensing (requirement can also be filled by "Licensing Issues for Technology Managers" and "Advanced Licensing")	Classroom instruction by NTTC	Completed during first year	1 week	N/A	
SMALL BUSINESS PARTNERSHIP TEAM					
Overview of SBIR Program	Presentation by SBIR Program Manager	First week of employment	1 day	N/A	
SOFTWARE RELEASE AUTHORITY					
Software Release Procedural Training	OJT	Immediate	2 weeks	N/A	
CENTER EXPORT ADMINISTRATOR (CEA)					
Office of Defense Trade Controls or Bureau of Export Administration-sponsored seminar	Classroom	Annually	2-3 days	Annual	
ASSISTANT CENTER EXPORT ADMINISTRATOR (CEA) (also serves as TCPO's IPA)					
Office of Defense Trade Controls or Bureau of Export Administration-sponsored seminar or substitute deemed appropriate by CEA	Classroom	As deemed appropriate by CEA	2-3 days	Annual	
In-depth training on Export Control rules, regulations, and policies	OJT	Completed during first 3 months	3 months	N/A	
Information Protection Advisor (IPA) Training	Classroom	Annually	1 day	Annually	

CLERICAL/LEGAL ASSISTANTS					
Secretarial Handbook	OJT	Immediate	As needed	N/A	
Simplified Acquisitions Procedures	OJT	Immediate	32 hours	N/A	
Electronic Purchase Request System	OJT	Immediate	16 hours	N/A	
Travel Manager	Classroom/OJT	Immediate	4 hours	N/A	
PROPERTY CUSTODIAN					
Property Custodian Training	Classroom/OJT	Within 1 month	16 hours	N/A	